



LCWDB Board Meeting
Thursday, August 17, 2023 at 7:30 a.m.
Lancaster-Lebanon IU13
1020 New Holland Avenue, Lancaster, PA 17601

Minutes

Members Present: In person: Marlyn Barbosa, Kyonna Bowman, Todd Burgard, Jean Martin, Francis Miliano, Thomas Neely, Jodi Pace, Angela Sanders, Timothy Shenk, Brad Shulenberger, William Troutman, Jill Sebest Welch, Keith White

Via Teams Video Conference: Keith Baker, Rhonda Kurtz, Daniel Pick, Susan Richeson, Stuart Savin, Kurt Stillwagon, Erin Treese, Heather Valudes

Staff, Contractors, and Guests: In person: Anibal Aponte, Ivy Berry, Mary Byrd, Tamara Garcia-Burkhart, Valerie Hatfield, Brie-Anne Kulp, Larry Melf, Olivia Monnier-Giansanti, Anna Ramos, Christine Roggenbaum, LCWDB Solicitor Todd Truntz, Tammy Underwood, Melissa Van Dorn

Via Teams Video Conference: State Monitor Antonio Morales, Rosemary Whiteley

I. Welcome/Roll Call and Request for Public Comment

At 7:30 a.m., Chairperson Jodi Pace called the meeting of the Lancaster County Workforce Development Board (“LCWDB”) to order and made a request for public comment. No public comments were presented.

II. Consent Agenda

Anna Ramos, Executive Director, presented the minutes from the April 20, 2023 Executive Committee meeting to the Board. No discrepancies were noted. It was noted that the June 15, 2023 Board meeting minutes needed to be approved at a future meeting.

Fiscal Director Anibal Aponte presented the June’s financial statements, as well as the year-to-date financial statements coinciding with the end of program year 2022. Also presented was a report of obligated funding for program year 2023.

After discussion and on motion duly made by Francis Miliano and seconded by Marlyn Barbosa it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously. There were no abstentions.)

III. Adult Education Presentation: Lancaster-Lebanon Intermediate Unit 13 and Literacy Council

Board Member Timothy Shenk, Program Director of Community Education for the Lancaster-Lebanon Intermediate Unit 13, and Cheryl Heister, Executive Director of the Literacy Council of Lancaster, presented a report on adult education and its effects on the county's workforce.

IV. Action Items

A. Approve Slate of Board Officers

The Executive Director explained that the current officers were elected to their offices at the December 15, 2022 Board meeting, having been duly presented by a Nominating Committee appointed by the former Chairperson in accordance with the LCWDB Bylaws. The election of the current officers was delayed until the December 2022 meeting due to a number of membership appointment issues that were resolved by the County Commissioners. The terms of the officers were until June 30, 2023 and extending until their successors are duly chosen and qualify. Since the LCWDB Bylaws specify that officers are to serve a term of two years, the Executive Director recommended that the current officers be presented to the full Board for election for what would be the second year of their terms.

After discussion and on motion duly made by Jean Martin and seconded by Francis Miliano, it is:

RESOLVED, that the following slate of candidates is hereby elected and approved as the officers of LCWDB until June 30, 2024, or until their successors are duly chosen and qualified:

Chairperson	Jodi Pace
Vice Chairperson	Angela Sanders
Secretary/Treasurer	John Biemiller

B. Approve Language Assistance Plan and Babel Notice

Every four years, the LCWDB Language Assistance Plan is reviewed and updated as languages spoken within Lancaster County change. Over the past four years, an influx in German and Vietnamese residents has been seen in Lancaster County, leading to these two languages being added to the Language Assistance plan, and requiring all vital documents to be translated into the aforementioned languages. The Babel Notice was reviewed as well and is available to those who have limited English proficiency to communicate what language they speak.

After discussion and on motion duly made by Jill Sebest Welch and seconded by Stuart Savin, it is:

RESOLVED, that the LCWDB Language Assistance Plan and Babel Notice are hereby approved.

(Motion carried unanimously. There were no abstentions.)

C. Approve Administrative and Financial Agreement (AFA) Template

After discussion and on motion duly made by Kyonna Bowman and seconded by Keith Baker, it is:

RESOLVED, that the LCWDB Administrative and Financial Agreement template presented for use for Workforce Innovation and Opportunity Act (WIOA) program provider agreements is hereby approved.

(Motion carried unanimously. There were no abstentions.)

D. Approve LCWDB Bylaws

After discussion and on motion duly made by Stuart Savin and seconded by Francis Miliano, it is:

RESOLVED, that, having acknowledged the due and timely notification of all of the Members of LCWDB, the amended Bylaws of LCWDB are hereby approved.

(Motion carried unanimously. There were no abstentions.)

E. Approve Local/Regional Plan updates

Executive Director Anna Ramos updated the Board on the required updates to the Local and Regional Plans. The current Plans are each 4-year plans effective starting July 1, 2021 through July 1, 2024. The Workforce Investment and Opportunity Act requires that Local and Regional Plans be reviewed at the end of the first 2-year period and modified to reflect changes in in labor market and economic conditions or in other factors affecting the implementation of the Plans. As its regional partner in the SouthCentral Workforce Development Planning Region, LCWDB worked with SouthCentral Workforce Investment Board d/b/a SCPa Works on the review and modification of the Regional Plan.

After discussion and on motion duly made by Jill Sebest Welch and seconded by Stuart Savin, it is:

RESOLVED, that the updates to both the local and regional plans are hereby approved.

(Motion carried unanimously. There were no abstentions.)

F. Approve TANF Youth Contract

A Request for Proposals (RFP) for the provision of youth program services pursuant to the Temporary Assistance for Needy Families (TANF) program was issued on June 23, 2023. A panel comprised of LCWDB staff and members of the Youth Committee reviewed the proposals, and Arbor Place d/b/a The Mix at Arbor Place (“The Mix”) was recommended as the TANF Youth Contract provider to be awarded a contract in the amount of \$184,039.00 with the potential to be renewed for an additional year.

After discussion and on motion duly made by Tim Shenk and seconded by Jean Martin, it is:

RESOLVED that a contract with Arbor Place d/b/a The Mix at Arbor Place in the amount of \$184,039.00 for the provision of TANF Youth Program services, subject to a one (1) year renewal, is hereby approved

(Motion carried unanimously. Kyonna Bowman abstains.)

G. Approve Out-of-School Youth Contract

At the meeting, it was decided that the Out-of-School Youth contract shall be tabled until a future meeting of the Board.

After discussion and on motion made Jill Sebest Welch and seconded by Francis Miliano, it is:

RESOLVED, that the Out-of-School Youth Contract is hereby tabled.

(Motion carried unanimously. There were no abstentions.)

H. Approve Frameworks Contract

After discussion and on motion duly made by Angela Sanders and seconded by Thomas Neely, it is:

RESOLVED, that a contract with Frameworks Consulting, LLC in the amount of \$41,925.00 for services as coordinator for Career Ready Lancaster! is hereby approved.

(Motion carried unanimously. Jean Martin, Stuart Savin, and Jill Sebest Welch abstained.)

V. Executive Director Update

Anna Ramos, Executive Director, presented a PowerPoint showcasing a year in review for LCWDB and also discussed the monitoring process for all subcontractors.

VII. Adjournment

Chairperson Jodi Pace adjourned the meeting at 8:58 a.m. without objection

